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ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number,

building, Agency/Post)

DDA

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10 FEB

Date

2-10

25X1

DDA Note and Return File Action Per Conversation For Clearance Approval Prepare Reply For Correction As Requested See Me For Your Information Circulate Signature **Investigate** Comment Justify Coordination

25X1

0-1/2: PER OUR DISCUSSION, I DON'T THINK

RETHLY WHITS WHAT HE IS REQUESTING - TO BE

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HAVE TO DEFICIALLY CONCUR IN MIL ADMIN PLANS.

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AS THEY GO THEN THE APPROVAL PROCESS. THIS IS

NOT CONSISTENT WITH AN AUDIT FUNCTION AND,

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INTEREST - ITE CANNOT PROCEDURES RE THER

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CONFORMANCE TO CERTAIN STAN HARDS WHICH

HE HIMSELF CONCURRED WITH IN THEIR

HE HIMSELF CONCURRED WITH IN THEIR

FORMATIVE STAGES.

THINK YOU CAN ACCOMPLISH WHAT

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DO NOT use this form as a RECORD of approvals, concurrences, disposals,

clearances, and similar actions

Clear Support and an	
FROM: (Name, org. symbol, Agency/Post)	Room No.—Bidg.
EO.	Phone No.
5041-102	OPTIONAL FORM 41 (Rev. 7-76)

\$ GPO : 1980 O - 311-156 (17)

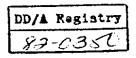
OPTIONAL FORM 41 (Rev. 7-70)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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HE WANTS BY SIMPLY SENDING
HIM A COPY OF THE PLANS AFTER
THEY ARE APPROVED.

SUBGEST YOU GIVE HIM A CALL.

25X1



3 February 1982

MEMORANDUM FOR: Deputy Director for Administration

VIA:

Inspector General

25X1

FROM:

Chief, Audit Staff

SUBJECT:

Administrative Plans



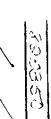
1. As a result of increasing activity in the field of Agency proprietaries and controlled subsidies, I am concerned that the Audit Staff fulfill its responsibility in this area in a timely and comprehensive way. Given the sensitivity and the level of resources involved in many of those activities, it is our policy to audit each of them on an annual basis.

2. It is crucial to our operation that we be made aware promptly of new entities being formed or contemplated, as well as being informed when existing entities are changed. Normally we note the inclusion of funding for new activities by monitoring the appropriate General Ledger Accounts: General Ledger

ities within Subsidy Projects." This has not always proved to be sufficient. In the case of one sensitive proprietary and two controlled subsidy activities the responsible finance officer failed to make the appropriate accounting entries. While this does not happen very often, the fact that it could (and has) tends to reduce our confidence that we are aware of the full scope of our responsibilities.

3. This is by way of prelude to requesting, therefore, that the Chief, Audit Staff, be added as an addressee for all approved administrative plans prepared for proprietary and controlled subsidy activities. Where necessitated by the sensitivity of a given project, this distribution could be on an "eyes only" basis, with further knowledge of the projects within the Audit Staff being restricted to only those individuals required to be briefed for actual conduct of subsequent audits (as we have done in a number of sensitive projects in the past involving both proprietaries and other activities).

STAT



25X1

4. The Deputy Director for Operations recently approved a like request with respect to proprietary and controlled subsidy operations which fall within his purview.

5. If you agree with this proposal, I request that you issue instructions that Chief, Audit Staff be added as an addressee for all administrative plans.

25X1

APPROVED:

25X1

for Administration

* Copies of admin Plans will be made available

Distribution:

Orig - Adse freturn C/AS) 1 - DDO

1 - C/CCS

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1 - DDA Chrono